
EFFECTIVE

November 1, 2019.

Subject(s)

1. Assets.
2. Miscellaneous.

1) Assets**ERM 205, Assets**

The State Emergency Relief (SER) group must use countable cash assets to assist in resolving their emergency. The protected cash asset limit is \$15,000. Exclude the first \$15,000 of a SER group's cash assets.

For SER Burials: Allow a \$15,000 cash asset exclusion if there is a surviving group member.

The client's statement (written or verbal) is the only verification needed for assets, unless the self-attestation is questionable. If questionable, obtain verification of all countable assets at application.

Note: Verbal attestation must be documented in the case record.

ERM 208, Budget Procedures

In most cases cash assets in excess of \$15,000 result in an asset copayment. An asset copay cannot be reduced or waived.

Reason: MDHHS executive directive.

2) Miscellaneous**ERM 202, Residence, Age, and Citizenship**

Added BEM 223 as a reference under *Verification Requirements*.

ERM 206, Income

DHS references changed to Michigan Department of Health and Human Services (MDHHS).

The client must make a reasonable effort to obtain required verifications. The specialist must assist if the applicant needs and requests help. If neither the client nor the specialist can obtain the verifications despite a reasonable effort, use the best available

information. If no evidence is available, the specialist must use their best judgment.

ERM 209, Emergency Services Funding

Follow the local office business process for review of ES authorization prior to submitting documentation to MDHHS Accounting for final payment. The MDHHS Accounting email is InvoiceMDHHS@michigan.gov. Each ES authorization requires the completion of the MDHHS-5602, Payment Request, and must have the signature of the worker, supervisor or manager.

Reason: Policy clarification.

ERM 301, Energy Services

Removed the following language since the information is no longer displayed on the PDF of the MI Bridges application:

If the energy provider has verified the account and shutoff status information electronically for a MI Bridges online application, no other verification is needed.

UPPCO has been added as an energy provider offering an Affordable Payment Plan (APP). Households that are currently enrolled in an APP are not eligible for SER energy services for the service covered by the APP.

URL links related to MEAP and MPSC have been updated.

Reason: Change.

ERM 303, Relocation Services

Court costs and fees included in a judgment is an allowable cost for a rent to prevent eviction request

ERM 306, Burials

Fixed *approval with repay* bullet.

ERM 401, Payments

When an overissuance is found, it is the responsibility of the specialist to determine the amount and send communication to the provider to obtain a refund. The specialist must provide a copy of the letter and supporting documentation of the overissuance to the

Collections Unit Mailbox at MDHHS-Collections-Unit@michigan.gov.

Reference to Metered Fuel changed to Natural Gas, Wood/Other, All-Electric and Non-Heat Electricity

Reason: Policy clarifications.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[ERM 202](#)

[ERM 205](#)

[ERM 206](#)

[ERM 208](#)

[ERM 209](#)

[ERM 301](#)

[ERM 303](#)

[ERM 306](#)

[ERM 401](#)